

6 FAH-5 H-480

DEPARTMENT OF STATE SERVICE PROVIDER SPECIFIC TERMS, REQUIREMENTS, AND PROCESSES

(CT:ICASS-37; 07-02-2013)
(Office of Origin: CGFS/ICASS)

6 FAH-5 H-481 ICASS TARGETS

(CT:ICASS-5; 07-21-2006)
(Applies to participating ICASS agencies)

Various offices within the Department of State fund State's share of the ICASS invoice, therefore separate targets are established for traditional bureau (regional bureau) funds, lease/living quarters allowance (LQA) funds, and nonresidential local guard program funds.

6 FAH-5 H-481.1 Regional Bureau Target

(CT:ICASS-5; 07-21-2006)
(Applies to participating ICASS agencies)

- a. The regional bureau ICASS target is the funding level approved for all post-funded, shared administrative operations with the exception of lease/living quarters allowance (LQA) and local guard program-nonresidential (LGP-NR) costs. Costs funded in the regional bureau target would include:
 - (1) Support costs of ICASS direct-hire (DH) American personnel (excluding American salary, post assignment travel, lease and residential local guard program costs);
 - (2) All post-funded costs (salary, benefits, severance pay, awards, supplies, etc.), associated with locally employed ICASS staff;
 - (3) Building operating expenses (excluding lease costs) for nonresidential properties occupied by ICASS personnel;
 - (4) Administrative supplies (if not direct charged);
 - (5) Training and travel of ICASS personnel for shared administrative support purposes;
 - (6) Medical costs including medical contracts, supplies and equipment;
 - (7) Motorpool costs;

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- (8) Furniture and furnishings of ICASS offices and residences; and
 - (9) Furniture pools if post's ICASS council elects to fund the costs through ICASS.
- b. Based on their knowledge of post operations and needs, the regional bureaus develop their bureau target-level recommendations and present these recommendations to the ICASS budget committee for approval. In developing the target levels, bureaus consider such things as anticipated inflation rates, projected wage/benefit increases, anticipated changes in staffing levels, changes in administrative support requirements at post, and infrastructure needs. Communication between the post and the regional bureau is essential to ensure that post's requirements are considered when target recommendations are developed.
- c. The regional bureaus, through their Diplomatic and Consular Programs (D&CP) Appropriation, fund the Department of State's share of the regional bureau ICASS invoice. The regional bureau target level recommendations therefore must be within the anticipated affordability of the regional bureau. It is possible that bureau target recommendations could be less than post's request, should anticipated requirements exceed the bureau's total anticipated affordability level.

6 FAH-5 H-481.2 Local Guard Program-Nonresidential (LGP-NR) Target

(CT:ICASS-5; 07-21-2006)

(Applies to participating ICASS agencies)

- a. The local guard program nonresidential (LGP-NR) ICASS target is the funding level approved for post for local guard costs (salary, benefits, contract, supplies, etc.) at shared nonresidential ICASS facilities abroad. LGP-NR costs for a property that is solely occupied by another agency or agencies, other than ICASS, would be funded outside of ICASS.
- b. The Bureau of Diplomatic Security's Office of Physical Security Programs (M/DS/CIS/PSP) develops ICASS LGP-NR target recommendations based on its knowledge of LGP requirements and information from post. These target recommendations are submitted to the ICASS budget committee for review and approval.

6 FAH-5 H-481.3 Short-Term Leases (STLs) and Living Quarters Allowances (LQAs) Target

(CT:ICASS-5; 07-21-2006)

(Applies to participating ICASS agencies)

- a. Initial targets for ICASS short-term leases (STLs) and living quarters

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allowances (LQAs) are established. Posts budget for the full-year, anticipated requirements of the LQA for ICASS direct-hire (DH) American positions, and the STL costs of:

- (1) Residential property that is occupied by ICASS direct-hire American personnel;
- (2) Nonresidential property that is occupied either solely or jointly by ICASS personnel/operations;
- (3) Shared temporary-duty (TDY) residential quarters (net costs);
- (4) Residential leases which have been vacant for more than 90 days where no occupant has been identified; and
- (5) Long-term lease (LTL) costs for State property, both residential and nonresidential, that are funded by the Bureau of Overseas Buildings Operations (OBO) regardless of occupant.

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